

**MINUTES
CITY OF ST. CHARLES, IL
GOVERNMENT SERVICES COMMITTEE MEETING
MONDAY, APRIL 22, 2019, 7:00 P.M.**

Members Present: Chairman Payleitner, Aldr. Silkaitis, Aldr. Lemke, Aldr. Turner, Aldr. Bancroft, Aldr. Gaugel, Aldr. Vitek, Aldr. Bessner, Aldr. Lewis

Members Absent: Aldr. Stellato

Others Present: Mayor Raymond Rogina, Mark Koenen, City Administrator; Peter Suhr, Director of Public Works; Chris Adesso, Asst. Director of Public Works - Operations; Tom Bruhl, Electric Division Manager; Tim Wilson, Environmental Services Manager; AJ Reineking, Public Services Manager; Ken Jay, Engineering Manager; Jim Keegan, Police Chief; Erik Mahan, Deputy Chief of Administration;

1. Meeting called to order at 7:00 p.m.

2. Roll Call

K. Dobbs:

Stellato: Absent

Silkaitis: Present

Payleitner: Present

Lemke: Present

Turner: Present

Bancroft: Present

Gaugel: Present

Vitek: Present

Bessner: Present

Lewis: Present

3.a. Electric Reliability Report – Information only.

3.b. Active River Project Update – Information only.

3.c. Natural Resources Commission Minutes – Information only.

3.d. Phosphorus Removal and Digester Improvements Project Update – Information only.

Aldr. Gaugel: Are we still on track to hit our completion date with no extensions?

Mr. Wilson: Yes; completion date is still scheduled for the end of June.

4. OMNIBUS VOTE – Items with an asterisk (*) are considered to be routine matters and will be enacted by one motion.

Items *5.a, *5.b, *5.c, *5.d, *5.e, *6.e, *6.i, *6.j, *6.k, *6.l, *6.m, *6.n, *6.o, *6.q, *6.r, *6.u, *6.w, *6.z

Motion by Aldr. Gaugel, seconded by Aldr. Silkaitis. No additional discussion. Approved unanimously by voice vote. **Motion carried.**

***5.a. Recommendation to approve a Street Closure for Two Baker Memorial Church Car Washes, to be held on May 18 and June 29, 2019.**

Approved by Omnibus vote.

***5.b. Recommendation to approve Parking Lot, Street Closure and Use of Amplification Equipment for St. Charles Cruise Nights.**

Approved by Omnibus vote.

***5.c. Recommendation to approve Street Closure for the Annual Baker Memorial Farmers Market from June through October.**

Approved by Omnibus vote.

***5.d. Recommendation to approve Street and Parking Lot Closures and Use of Amplification Equipment for the 2019 Fox Valley Marathon.**

Approved by Omnibus vote.

***5.e. Recommendation to approve the Purchase of Motorola Portable Radios.**

Approved by Omnibus vote.

5.f. Recommendation to approve the Purchase, Installation and Configuration of a Forensic Recovery of Evidence Data Center at the New Police Facility.

Chief Keegan presented. Joining me this evening is Steve Weishaar and Eric Mahan who have been vetting this project on behalf of the Information Systems and Police Departments. About two years ago, the Police Department experienced a significant loss of digital data from our evidence system. Digital evidence from a Police perspective is digital photos, videos, cell phone images or data, etc. We formed a committee to look at best practices and determined we need a self-contained storage system that allows for networking and server storage away from our City network that doesn't subject us to either subpoena or court order or corruption or loss of files.

This system includes 160 terabytes of storage with a lifetime technical support warranty and a one year on parts and service with options for a year by year service agreement. We had \$40,000 budgeted for 2018; this is about \$33,000 over our budget and the excess will be paid from escrow funds, which come from fines and fees.

Mr. Weishaar: After the Committee determined what was needed for our system, it was determined this offered a turnkey solution that is proprietary intelligence to this company which no one else offered.

Aldr. Lemke: Is an offsite web based solution possible?

Mr. Weishaar: A cloud based solution is a possibility; however, I'm much more comfortable having the data within our walls. The backup on this system is on tape so we can use Iron Mountain to store those tapes at one of their sites.

No further discussion.

Motion by Aldr. Silkaitis, seconded by Aldr. Bancroft. No additional discussion.
Approved by voice vote. **Motion carried.**

6.a. Recommendation to Waive the Formal Bid Procedure and Approve the Purchase of Electric SCADA System Upgrade from Open Systems International, Inc.

Tom Bruhl presented. SCADA stands for Supervisory Control and Data Acquisition System and it is how we monitor the grid remotely. The Electric Division's last upgrade was four years ago and the server is running Windows 7 which Microsoft is going to stop supporting.

This is a turnkey product; the vendor is responsible for installing the package and getting everything running seamlessly.

Staff recommends waiving the bid procedure and approving a purchase order with Open Systems International in the amount of \$58,536.

Aldr. Lemke: Is this an upgrade by the current vendor or do you expect any conversion issues?

Mr. Bruhl: This is our current vendor upgrading to the latest software.

No further discussion.

Motion by Aldr. Turner, seconded by Aldr. Bancroft. No additional discussion. Approved by voice vote. **Motion carried.**

6.b. Recommendation to approve Intergovernmental Agreement with St. Charles Park District for Fiber Services and approval of Budget Addition to Build the Fiber Extensions.

Tom Bruhl presented. This is a collaborative effort with the St. Charles Park District; they approached us in 2018 to get onto our fiber network, similar to how the School District is contracted with us. Staff has been productively working together over the last year and discovered City fiber is cheaper than what they are getting from Comcast with additional capacity. The architecture is the same as what we are doing with the School District at the same rates. All of our fixed costs are spread out over the users, so this doesn't increase the cost of our system.

There is a budget addition included in your packet; the Intergovernmental Agreement includes that the City will build out the extensions at five different sites and at the end of the project, the Park District will reimburse us.

Aldr. Gaugel: Is \$181,000 the anticipated cost? Did the Park District approve that amount or did they approve plus or minus in the event we have an overrun?

Mr. Bruhl: The Park District chose not to include the estimate in the language of the agreement, but they have assured me they are in agreement with my estimate.

Aldr. Lewis: Will that be the amount of the income on an ongoing basis?

Mr. Bruhl: No, it is not. They will pay us \$4,500 per site times five, so that's about \$20,000 per year and then they pay us \$.08 per foot which is another \$10,000; for a total of about \$30,000 per year.

Aldr. Gaugel: That .08 per foot implies it is our responsibility to maintain it, correct?

Mr. Bruhl: Correct.

No further discussion.

Chairman Payleitner: Kristi, would you call a roll, please?

K. Dobbs:

Lemke: Yes

Turner: Yes

Bancroft: Yes

Gaugel: Yes

Vitek: Yes

Bessner: Yes

Lewis: Yes

Stellato: Absent

Silkaitis: Yes

Motion by Aldr. Turner, seconded by Aldr. Gaugel. No additional discussion. Approved by voice vote. **Motion carried.**

6.c. Recommendation to Waive the Formal Bid Procedure and approve the Ordering of Gasoline and Diesel Fuel (Bio-Diesel) on an As Needed Basis for FY 2019/2020.

Mike Shortall presented. The Inventory Control Division found that this provides the City with the most competitive pricing in a volatile market, so Staff is asking for approval.

No further discussion.

Chairman Payleitner: Kristi, would you call a roll, please?

K. Dobbs:

Lemke: Yes

Turner: Yes

Bancroft: Yes

Gaugel: Yes

Vitek: Yes

Bessner: Yes

Lewis: Yes

Stellato: Absent

Silkaitis: Yes

Motion by Aldr. Turner, seconded by Aldr. Lemke. No additional discussion. Approved by roll call vote. **Motion carried.**

- 6.d. Recommendation to award the Purchase of one 2019 John Deere 85G FT4 Excavator to West Side Tractor and to Sell the replacement vehicle, #1778, a 2000 John Deere Mini Excavator via an online auction to the highest bidder.**

Mike Shortall presented. This equipment purchase was approved through the City Fleet Committee and approved through the budget process as well. Staff is also seeking approval to sell the replacement vehicle, #1778 which is a 2000 John Deere Excavator via an online auction.

No further discussion.

Chairman Payleitner: Kristi, would you call a roll, please?

K. Dobbs:

Lemke: Yes

Turner: Yes

Bancroft: Yes

Gaugel: Yes

Vitek: Yes

Bessner: Yes

Lewis: Yes

Stellato: Absent

Silkaitis: Yes

Motion by Aldr. Bancroft, seconded by Aldr. Gaugel. No additional discussion.
Approved unanimously by roll call vote. **Motion carried.**

- *6.e. Recommendation to approve the Sale of Items of Personal Property owned by the City of St. Charles via an online auction to the highest bidder.**

Approved by Omnibus vote.

- 6.f. Recommendation to Waive the Formal Bid Procedure and accept the Blanket Quote from Federal Pacific for Stock Switchgear for Fiscal Year 2019/2020.**

Mike Shortall presented. This is for approval to purchase Switchgear through Power One Systems. Power One is a distributor of Federal Pacific and is very reliable switchgear for the City's Electric Division.

No further discussion.

Motion by Aldr. Gaugel, seconded by Aldr. Vitek. No additional discussion. Approved by voice vote. **Motion carried.**

6.g. Recommendation to Waive the Formal Bid Procedure and accept the Blanket Quote from Anixter, Inc. for Okonite Cable for FY 2019/2020.

Mike Shortall presented. This is to purchase Okonite Cable through the distributor, Anixter, who is the sole distributor of Okonite Cable.

No further discussion.

Chairman Payleitner: Kristi, would you call a roll, please?

K. Dobbs:

Lemke: Yes

Turner: Yes

Bancroft: Yes

Gaugel: Yes

Vitek: Yes

Bessner: Yes

Lewis: Yes

Stellato: Absent

Silkaitis: Yes

Motion by Aldr. Gaugel, seconded by Aldr. Bancroft. No additional discussion.
Approved unanimously by voice vote. **Motion carried.**

6.h. Recommendation to Waive the Formal Bid Procedure and Allow “Spot Buying” of Cable and Transformers on an As-Needed Basis for FY 2019/2020.

Mike Shortall presented. We are seeking approval to spot buy purchases of miscellaneous wire and transformers as needed for stock. Inventory will solicit from five qualified vendors on an as needed basis.

Aldr. Gaugel: The amount we are approving is what you are authorized to spend up to? If so, should you go over that amount, you will come back to us for approval?

Mr. Shortall: That is correct.

Aldr. Lemke: So you provision only what you need?

Mr. Shortall: We keep some emergency stock, but yes.

No further discussion.

Chairman Payleitner: Kristi, would you call a roll, please?

K. Dobbs:

Lemke: Yes

Turner: Yes

Bancroft: Yes

Gaugel: Yes

Vitek: Yes

Bessner: Yes

Lewis: Yes

Stellato: Absent

Silkaitis: Yes

Motion by Aldr. Gaugel, seconded by Aldr. Vitek. No additional discussion. Approved unanimously by voice vote. **Motion carried.**

- *6.i. Recommendation to award the Bid for Asphalt Materials to Plote Construction and Superior Asphalt Materials.**

Approved by Omnibus vote.

- *6.j. Recommendation to award the Bid for Concrete Materials to AC Ready Mix.**

Approved by Omnibus vote.

- *6.k. Recommendation to award the Bid for Hauling Services to S. Schroeder Trucking, Inc.**

Approved by Omnibus vote.

- *6.l. Recommendation to award the Bid for Stone and Gravel Material to Schroeder.**

Approved by Omnibus vote.

- *6.m. Recommendation to approve the Award of One 2019 F-550 XL Chassis Cab to Sutton Ford and to Sell the Replaced F-350 SD Pickup #1713.**

Approved by Omnibus vote.

- *6.n. Recommendation to approve the Award of One 2019 Ford Expedition to Kunes Country Ford and to Sell the Replaced 2014 Chevrolet Tahoe #1884.**

Approved by Omnibus vote.

***6.o. Recommendation to award the Bid for Five Year Landscape Maintenance Contract.**

Approved by Omnibus vote.

6.p. Recommendation to authorize Contract Extension for Lawn Mowing Services.

AJ Reineking presented. The City maintains over 140 individual parcels that require lawn mowing maintenance on a regular basis. In 2014, mowing services were bid and Cornerstone Partners was awarded a 5 year contract.

Because they have performed well and have been responsive to the City's needs, Staff reached out to Cornerstone to negotiate an extension to their contract. As part of the discussion, Cornerstone agreed to a 3 year deal and offered to reduce their rate by 3% in the first year, and by 1% in each of the subsequent years. These reductions will result in a net rate reduction of 4% over three years.

It is my recommendation to authorize a three-year extension for lawn mowing services to Cornerstone Partners, LLC in the anticipated amount of \$134,143.24 in FY20 with a 1% rate reduction in each of the next two years.

Aldr. Lewis: Every year there is a corner on the corner of Rt. 31 and Roosevelt that is forgotten. Are they aware they need to do that?

Mr. Reineking: Up until last year when you brought it to our attention, it was supposed to be The Oaks HOA responsibility to mow that. After discussions with The Oaks HOA, we discovered there was confusion about it, so we have added it to our list and it will get done regularly now.

No further discussion.

Motion by Aldr. Gaugel, seconded by Aldr. Lemke. No additional discussion. Approved by voice vote. **Motion carried.**

***6.q. Recommendation to authorize Contract Extension for Concrete Lifting Services.**

Approved by Omnibus vote.

***6.r. Recommendation to approve Budget Addition for Motor Fuel Tax Funding related to 2019 Street Rehabilitation Project.**

Approved by Omnibus vote.

6.s. Recommendation to approve Intergovernmental Agreement with the City of Geneva for the Resurfacing of Gray Street.

Ken Jay presented. This is for South 6th Street to west of South 12th Street. This agreement has been approved by both City attorneys and was approved by the Geneva City Council last Monday, April 15, 2019. This will be done under our MFT Contract and we will be reimbursed by the City of Geneva.

Aldr. Lewis: I noticed the St. Charles side seems to be in worse condition than the Geneva side right in front of the football facilities; I'm thinking that is because of the buses that unload their sports teams. Is there any way we can try to eliminate this issue of the buses doing more damage to our side than theirs?

Mr. Jay: It would be challenging; another part of the problem is when we flush our hydrants, the water pushes the pavement away because it's in such poor shape, so that will be eliminated when this repair is completed.

Aldr. Lewis: What type of utility work are we doing?

Mr. Jay: We are replacing every valve and every hydrant because they are all at least 40 years old.

Aldr. Lemke: Is this grind and overlay?

Mr. Jay: We are going all the way down to the stone base so we are starting fresh and we will do preventative maintenance in the future as well.

No further discussion.

Motion by Aldr. Lewis, seconded by Aldr. Bancroft. No additional discussion. Approved by voice vote. **Motion carried.**

6.t. Recommendation to approve Construction Contract for the 2019 Street Rehabilitation Program.

Ken Jay presented. This is construction contract with J.A. Johnson Paving; we had five total bidders for a total contract amount of \$1.6 million. We are 4.1 % under budget and we resurfacing 2.34 miles.

Chairman Payleitner: Kristi, would you call a roll, please?

K. Dobbs:

Lemke: Yes
Turner: Yes
Bancroft: Yes
Gaugel: Yes
Vitek: Yes
Bessner: Yes
Lewis: Yes
Stellato: Absent
Silkaitis: Yes

No further discussion.

Motion by Aldr. Bancroft, seconded by Aldr. Silkaitis. No additional discussion.
Approved by voice vote. **Motion carried.**

***6.u. Recommendation to approve a Resolution with the Illinois Department of Transportation for the 2019 Street Rehabilitation Program.**

Approved by Omnibus vote.

6.v. Recommendation to approve Construction Contract for the Patricia Lane Base Reclamation Project.

Ken Jay presented. This contract is also with J.A. Johnson Paving; we had six bidders with a construction value of \$334,000. We were 6.1% under budget and we are doing the base reclamation process which is similar to what we did on Ohio, S. 37th and S. 38th Avenues.

No further discussion.

Chairman Payleitner: Kristi, would you call a roll, please?

K. Dobbs:

Lemke: Yes
Turner: Yes
Bancroft: Yes
Gaugel: Yes
Vitek: Yes
Bessner: Yes
Lewis: Yes
Stellato: Absent
Silkaitis: Yes

Motion by Aldr. Turner, seconded by Aldr. Gaugel. No additional discussion. Approved unanimously by voice vote. **Motion carried.**

***6.w. Recommendation to award the Bid for Liquid Sludge Dewatering.**

Approved by Omnibus vote.

6.x. Recommendation to award the Bid for Water and Wastewater Treatment Chemicals.

Tim Wilson presented. On average, we spend \$476,000 per year on Water and Wastewater Treatment Chemicals with a 10% fluctuation due to weather conditions; because of that, we are recommending a unit based contract for two years.

Staff recommends award the bid for Water and Wastewater Treatment Chemicals on a unit cost to Hawkins, Inc. for a one period from May 1, 2019 through April 30, 2020 and to authorize staff to exercise an optional second year period beginning May 1, 2020 through April 30, 2021 based on the 2020/2021 budget approval and contractor performance.

Aldr. Gaugel: These are fixed prices for the duration of the contract?

Mr. Wilson: Yes.

No further discussion.

Motion by Aldr. Gaugel, seconded by Aldr. Lemke. No additional discussion. Approved by voice vote. **Motion carried.**

6.y. Recommendation to Waive the Formal Bid Procedure and award Proposal for Well #8 Booster Pumps Replacement.

Tim Wilson presented. Well #8 is by DuPage Airport and has four booster pumps. Our original intent was to repair the pumps, but the repair costs were almost the same as replacement. These pumps have been in operation since 1965; due to their age, it is our recommendation to replace the pumps instead of repairing them. Because of where the pumps come from, we have a sole source issue so we are recommending the bid waiver.

It is our recommendation to waive the formal bid procedure and award proposal to Layne Christensen for the replacement of two booster pumps in the amount of \$48,740.

No further discussion.

Motion by Aldr. Turner, seconded by Aldr. Bancroft. No additional discussion. Approved by voice vote. **Motion carried.**

***6.z. Recommendation to award Agreement for Engineering Services for CMOM Phase 1 Flow Monitoring.**

Approved by Omnibus vote.

7. Executive Session

None.

8. Additional items from Mayor, Council, Staff or Citizens.

None.

9. Move to Adjourn Government Services Committee Meeting at 7:30 p.m.

Motion by Aldr. Lemke, seconded by Aldr. Gaugel. No additional discussion. Approved unanimously by voice vote. **Motion carried.**